

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Parks and Recreation
P.O. Box 942896
Sacramento, CA 94296



Employee Name	COLEMAN, Ruth
Expense Dates	09/18/09-10/01/09
Total Expense Amount	1158.97
Amount Due Employee	458.04
Form ID	TEA000521086

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	09/18	Parking, Auto	14.00	
2)	09/25	Lodging	84.00	
3)	09/27	Gasoline	27.41	
4)	09/27	Parking, Auto	27.00	
5)	09/29	Lodging	125.50	
6)	09/30	Parking, Auto	24.00	
7)	09/30	Gasoline	2.13	
8)	10/01	Parking, Auto	30.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

**Travel & Expense Account
Transmittal Sheet**

EXPENSE EXCEPTION(S)

	Expense Rule	Exception	Response
1)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	
2)	ER Department Policy #4	Rental car receipt is required for this expense item.	
3)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	
4)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	
5)	ER Department Policy #4	Rental car receipt is required for this expense item.	
6)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	

I have reviewed the following documents.

Approved
by:

Michael F HARRIS

Travel & Expense Account Summary

Employee Name
Expense Dates
Report Name

Ruth COLEMAN
09/18/09-10/01/09
Sept 09

Request Total \$ 1158.97
Direct Charge Total - 700.93
Travel Advances - 0.00
Net Due Employee = 458.04

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Gov's Press	525.80
Regular Travel	Gaviota/C Cove	594.17
Regular Travel	UC Berk Lecture	25.00
Regular Travel	Angel Is 100	14.00

NOTE: (d)=Direct Charge

DATE	Fri Sep 18									TOTAL
Parking, Auto	14.00									14.00
TOTALS \$	14.00									14.00

DATE	Wed Sep 23									TOTAL
Parking, Auto	7.00									7.00
Dinner	18.00									18.00
TOTALS \$	25.00									25.00

Travel & Expense Account Summary

DATE	Fri Sep 25	Sat Sep 26	Sun Sep 27							TOTAL
Lodging	84.00									84.00
Lunch	10.00	10.00	10.00							30.00
Commercial Air Fare (d)	138.60		155.60							294.20
Breakfast		6.00	6.00							12.00
Incidentals		6.00	6.00							12.00
Auto Rental (d)			107.56							107.56
Gasoline			27.41							27.41
Parking, Auto			27.00							27.00
TOTALS \$	232.60	22.00	339.57							594.17

DATE	Tue Sep 29	Wed Sep 30	Thu Oct 1							TOTAL
Lodging	125.50									125.50
Commercial Air Fare (d)	152.60		94.60							247.20
Breakfast		6.00								6.00
Lunch		10.00								10.00
Dinner		18.00								18.00
Incidentals		6.00								6.00
Auto Rental (d)		51.97								51.97
Parking, Auto		24.00	30.00							54.00
Gasoline		2.13								2.13
Internet Charges		5.00								5.00
TOTALS \$	278.10	123.10	124.60							525.80

Travel & Expense Account Summary & Detail
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Angel Is 100	09/18/09	Parking, Auto	14.00	Cash
Regular Travel	UC Berk	09/23/09	Parking, Auto	7.00	Cash
Regular Travel	UC Berk	09/23/09	Dinner	18.00	Cash
Regular Travel	Gaviota/C	09/25/09	Lodging	84.00	Cash
Regular Travel	Gaviota/C	09/25/09	Lunch	10.00	Cash
Regular Travel	Gaviota/C	09/25/09	Commercial Air Fare	138.60	Direct Charge
Regular Travel	Gaviota/C	09/26/09	Breakfast	6.00	Cash
Regular Travel	Gaviota/C	09/26/09	Lunch	10.00	Cash
Regular Travel	Gaviota/C	09/26/09	Incidentals	6.00	Cash
Regular Travel	Gaviota/C	09/27/09	Incidentals	6.00	Cash
Regular Travel	Gaviota/C	09/27/09	Lunch	10.00	Cash
Regular Travel	Gaviota/C	09/27/09	Breakfast	6.00	Cash
Regular Travel	Gaviota/C	09/27/09	Auto Rental	107.56	Direct Charge
Regular Travel	Gaviota/C	09/27/09	Gasoline	27.41	Cash
Regular Travel	Gaviota/C	09/27/09	Parking, Auto	27.00	Cash
Regular Travel	Gaviota/C	09/27/09	Commercial Air Fare	155.60	Direct Charge
Regular Travel	Gov's Press	09/29/09	Lodging	125.50	Cash
Regular Travel	Gov's Press	09/29/09	Commercial Air Fare	152.60	Direct Charge
Regular Travel	Gov's Press	09/30/09	Breakfast	6.00	Cash
Regular Travel	Gov's Press	09/30/09	Lunch	10.00	Cash
Regular Travel	Gov's Press	09/30/09	Dinner	18.00	Cash
Regular Travel	Gov's Press	09/30/09	Incidentals	6.00	Cash
Regular Travel	Gov's Press	09/30/09	Auto Rental	51.97	Direct Charge
Regular Travel	Gov's Press	09/30/09	Parking, Auto	24.00	Cash
Regular Travel	Gov's Press	09/30/09	Gasoline	2.13	Cash
Regular Travel	Gov's Press	09/30/09	Internet Charges	5.00	Cash
Regular Travel	Gov's Press	10/01/09	Parking, Auto	30.00	Cash
Regular Travel	Gov's Press	10/01/09	Commercial Air Fare	94.60	Direct Charge

**Travel & Expense Account
Summary & Detail**

Comments

Subject	Comment
Lodging on 09/26/09	lodging cost n/a
Commercial Air Fare on 09/27/09 for 155.60	This entire amount is to be reimbursed to the department, will forward check and abate account